



**EXHIBIT LL TO THE JUNE 26, 2008  
DECLARATION OF GREGORY I. RASIN, ESQ.**

## Candidate File

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Curtis, Brenda M (62673)  

Application 05000002M7 - Administrative Assistant

Step Screening

Medium Matched to Job

Recruiter A. Valerio

Status Rejected (select motive below) 

Source The McGraw-Hill Companies Intranet Hiring Manager J. HELD

Application Date 2005/09/16

## General Information

## Prescreening

Disqualification Questions for: Administrative Assistant

## Questions

There are no job-specific questions to display.

Result

Skills for: Administrative Assistant

Skills	Proficiency	Experience	Last Used	Interest	Required	Asset	Result
1. Schedule and confirm appointments	Expert	5 years or +	Current	High	Met		0 / 0
2. Microsoft Word	Expert	5 years or +	Current	High	Met		0 / 0
3. Microsoft Excel	Expert	5 years or +	Current	High	Met		0 / 0
4. Microsoft PowerPoint	Expert	5 years or +	Current	High	Met		0 / 0
5. Microsoft Outlook	Expert	5 years or +	Current	High	Met		0 / 0
6. Project management							0 / 0

Questions for: Administrative Assistant

## Questions

1. Please indicate your highest level of education

Required Asset Result

Type: Single Answer

Answer | Possible Answers

☒ HS Diploma☐ Associates Degree☐ Bachelor's Degree☐ Master's Degree☐ Doctorate☐ None of the above

Not Met

Not Met

Not Met

Not Met

Result for Question:

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

2. Please indicate the systems in which you are proficient. Please select all that apply. (Multiple Answer Question).

Type: Multiple Answers

Answer | Possible Answers

☐ Microsoft Access☐ Microsoft Excel☐ Microsoft Word☐ Goldmine☐ CORE☐ Microsoft PowerPoint☐ None of the above.

Result for Question:

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

0 / 0

3. Please indicate the number of years of work experience you have as an administrative assistance in the financial services industry. (Single Answer Question)

Type: Single Answer

Answer | Possible Answers

☐ None☐ Less than 1 Year☐ 1 - 2 Years

0 / 0

0 / 0

0 / 0

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2 - 3 Years	—	0 / 0
3 - 4 Years	—	0 / 0
4 - 5 Years	—	0 / 0
5+ Years	—	0 / 0
Result for Question:		0 / 0

4. Please indicate the number of years of work experience that you have as an administrative assistant supporting multiple managers at the same time. (Single Answer Question)  
Type: Single Answer

## Answer | Possible Answers

None		0 / 0
Less than one year.		0 / 0
1 - 2 Years	—	0 / 0
2 - 3 Years	—	0 / 0
3 - 4 Years	—	0 / 0
4 - 5 Years	—	0 / 0
5 + Years	—	0 / 0
Result for Question:		0 / 0

5. How experienced are you in a detail-oriented and/or deadline driven environment?

Type: Single Answer

## Answer | Possible Answers

None		0 / 0
Novice		0 / 0
Intermediate	—	0 / 0
Proficient	—	0 / 0
Expert	—	0 / 0
Guru	—	0 / 0
Result for Question:		0 / 0

6. Which of the following job related skills do you have experience in? Select all that apply.

Type: Multiple Answers

## Answer | Possible Answers

▶ Multi tasking	Met	0 / 0
▶ Analytical	Met	0 / 0
▶ Problem solving	Met	0 / 0
▶ Planning	Met	0 / 0
▶ Time management	Met	0 / 0
▶ Calendar management	Met	0 / 0
Result for Question:		0 / 0

7. How many years experience do you have working as part of a project team? (Single Answer)

Type: Single Answer

## Answer | Possible Answers

Less than 1 year		0 / 0
1 to 2 years	—	0 / 0
3 to 6 years	—	0 / 0
7 to 10 years	—	0 / 0
10+ years	—	0 / 0
No experience		0 / 0
Result for Question:		0 / 0

Required Asset Result  
Total for Skills and Questions: 8/17 3/11 0%

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## Profile

Information provided by the recruiter on September 16, 2005.

## Application Medium

How did we learn about this candidate? **Matched to Job**

## Source Tracking

## Source Type

A McGraw-Hill company web site

## Source

The McGraw-Hill Companies Intranet

## Event

Not Specified

Check here if you would like to receive notifications by email on career opportunities matching this profile. **No**

## Basic Profile

Job	Administrative Support
	Legal
Location	United States New York New York
Organization	Corporate Corporate Planning
	Standard & Poor's Rating Services Segment Operations Segment Operations EXECUTIVE MARKETING & COMMUNICATIONS OPERATIONS SEGMENT CLIENT SERVICES
Job Level	Not Specified
Schedule	Not Specified
Education	Not Specified
Employee Status	Not Specified
Shift	Not Specified
Advance Notice	Not Specified
Job Type	Not Specified
Min. Ann. Salary	73,200.00 USD
Travel	Not Specified
Date of Availability	Not Specified

## Profiler Questionnaire

## Disqualification Questions

## Questions

No questions are associated to the general profile of this candidate.

Result

## Skills

## Skills

No skills are associated to the general profile of this candidate.

Proficiency

Experience

Last Used

Interest

## Questions

## Questions

I confirm that my answers to questions in this on-line submission are complete and accurate and that The McGraw-Hill Companies may

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rely on my answers. Permission is granted to The McGraw-Hill Companies to verify all statements in this employment application. I understand that an offer of employment is contingent upon the completion of satisfactory reference and background checks, including from my present employer, but that my present employer will ordinarily not be contacted without my permission until after I accept an offer of employment with The McGraw-Hill Companies.

Type: Single Answer

Answer | Possible Answers

☐ I agree

☐ I disagree

2. Have you ever been convicted of a crime?

Type: Single Answer

Answer | Possible Answers

☐ Yes

☐ No

3. Your employment is contingent upon your ability to demonstrate to The McGraw-Hill Companies satisfaction that any restrictions that may be imposed by agreements with prior employers or otherwise have been waived, have expired, or otherwise do not interfere with your ability to work for The McGraw-Hill Companies.

Are you at present bound by a non-competition or non-disclosure agreement or any other comparable agreement or understanding with any prior employer?

Type: Single Answer

Answer | Possible Answers

☐ Yes

☐ No

4. Have you ever been employed by The McGraw-Hill Companies?

Type: Single Answer

Answer | Possible Answers

☐ Yes

☐ No

5. If you have been employed by The McGraw-Hill Companies, please provide the following information:

- locations and dates of employment
- department and/or business unit
- last job title
- last supervisor's name

Type: Text Answer

Answer

6. Are you a sales employee?

Type: Single Answer

Answer | Possible Answers

☐ Yes

☐ No

7. Have you previously interviewed for employment at The McGraw-Hill Companies?

Type: Single Answer

Answer | Possible Answers

☐ Yes

☐ No

8. Can you, within three days of employment, submit verification of both your identity and your authorization to work in the U.S. pursuant to the U.S. Immigration Reform and Control Act of 1986?

Type: Single Answer

Answer | Possible Answers

☒ Yes

☐ No

9. If you are in VISA status, are you:

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Type: Single Answer

Answer | Possible Answers

F-1

J-1

H-1B

Other VISA status

▶ Not applicable

## Regulations

## U.S. Equal Employment Opportunity / Affirmative Action Information

The candidate has been asked to provide EEO / Affirmative Action information for this requisition through the questions that were activated in the career section. The information already provided has been hidden for confidentiality reasons.

- Information provided by recruiters appears as "Not Specified" for confidentiality reasons but can be modified if necessary.
- Information provided by the candidate cannot be modified by recruiters.

## Race/Ethnic Identification

The information under this heading has not been provided.

## Gender

The information under this heading has been provided by the candidate

## Vietnam Era Veterans and Other Veterans

The information under this heading has been provided by the candidate

## Special Disabled Veterans

The information under this heading has been provided by the candidate

## Persons with Disabilities

Do you consider yourself a person with a disability?

The information under this heading has not been provided.

## Referrer

Chandler, Mona-Lisa	Work Phone	Employee Number
	212 438 7555	710725515
Address	Home Phone	Social Security Number
Not Specified	Not Specified	
	Email Address	
	mona-lisa_chandler@sandp.com	

## Tracking

Date & Time	Events	Details	Comments	By
2005/09/22 11:02 AM	Status changed to Rejected (select motive below) In step Screening	Internal applicant does not meet eligibility requirements		Ann Marie Valerio
2005/09/16 8:51 AM	Candidate shared	The information on this candidate has been shared with: annmarie_valerio@sandp.com		Ann Marie Valerio
2005/09/16 8:46 AM	Moved to step Screening		will share resume with Amanda King for feedback.	Ann Marie Valerio
2005/09/16 8:46 AM	Status changed to Candidate reviewed in step Screening			Ann Marie Valerio
2005/09/16 8:46 AM	Status changed to Has all the "Required" Criteria In step Reviewed			Ann Marie Valerio

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2005/09/16 8:46 AM Moved to step Reviewed  
 2005/09/16 8:46 AM Status changed to To be evaluated in step Reviewed  
 2005/09/16 8:46 AM Status changed to Has been reviewed in step New  
 2005/09/16 8:46 AM Candidate matched

Candidate has been matched to requisition but not notified  
 Application is complete

Ann Marie Valerio  
 Ann Marie Valerio  
 Ann Marie Valerio  
 Ann Marie Valerio

## Resume

## Candidate Personal Information

Curtis, Brenda M (62673)

Employee Number	Social Security Number	Date of Birth
710794767	Not Specified	Not Specified

Address	Home Phone Number	Cellular Number
1020 Elton Street Apt. B Brooklyn, New York United States, 11208	718-272-2324	917-803-1166
	Work Phone Number	Pager Number
	Not Specified	Not Specified
	Email Address	Fax Number
	b_serious@att.net	Not Specified
	Web Page Address	
	Not Specified	

Region

US&gt;NY&gt;New York

Is this candidate a "top" candidate?

Not Specified

1st round interview status (ADP/MBA)

Not Specified

Current or Last Annual Base Salary

73200

## Attached Files

No Information Available

## Education

No Information available

## Work Experience

No information available

## Additional Information

No Information available

Not Specified

## Posted Cover Letter

BRENDA M. CURTIS  
 1020 Elton Street, #B  
 Brooklyn, NY 11208  
 Phone: (718) 272-2324  
 Work: (212) 438-2011  
 Cell: (917) 803-1166

September 1, 2005

To Whom It May Concern:

I am interested in the Administrative Assistant position within Global Sales. I am a highly skilled individual whose background includes office managerial and supervisory skills.

I would appreciate an opportunity to meet with you to discuss my background in more detail and to also provide you with any other information needed.

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Thank you in advance for your time and attention.

Sincerely yours,

Brenda M. Curtis

Attachment/resume

Pasted Resume

**BRENDA M. CURTIS**  
1020 Elton Street, #8  
Brooklyn, NY 11208  
Home: 718-272-2324  
Cell: 917-803-1166

**SUMMARY:** A flexible, competent individual with experience in meeting complex requirements in sales, production, finance and administrative functions. Excellent performance in positions that have limited or no supervision. A motivated team player who enjoys the challenges of solving difficult problems and improving efficiency.

**EXPERIENCE:**

**5/02 — Present Standard & Poor's, New York City**  
Securities Services  
Office Manager/Assistant to EMD

Office administration duties include coordinating coverage and attendance of both administrative and executive staff; maintaining global and domestic electronic distribution lists for over 400 people; maintaining organization charts; expense reporting; constructing and disseminating the monthly activity report; scheduling all meetings and conferences; assisting with performance evaluation process and business-specific Code of Ethics compliance. Issues/relationships with building services/management. Monitor and evaluate all office operating procedures and processes. Maintain and oversee all vendor relationships. Prepare purchase orders, review and approve all invoices. Supervise administrative staff. Oversee maintenance of all equipment. Coordinate activities of the department. Direct all internal moves & logistics. Corporate events and mass-mailings.

Manage receptionist, reception area, copy/mail room and conference rooms. Set procedures, ensured compliance to procedures and adequate coverage at all times. Created and delivered training program for support staff on ordering supplies through Corporate Express and creating expense reports using Captura. Implemented automation of conference room scheduling.

**10/01 — 5/02 Manpower, New York City**  
Various Temporary Assignments

**2/00 — 10/01 Leafstone Staffing, New York City**  
Worked in a variety of different industries including corporate legal at Simpson, Thatcher & Bartlett and White & Case.

**11/98 — 4/99 American Express Bank, New York City**  
Global Trading  
Executive Assistant

Heavy calendar management/travel arrangements. Ordered supplies, typed correspondence, and heavy mail merging. Maintained department lists and collected company org charts. Extensive usage of PowerPoint, Excel, Publisher & Intranet/Internet. Placed noteworthy information on their Intranet site.

**6/98 — 10/98 Bankers Trust Company, New York City**  
Private Banking  
Executive Assistant to Managing Director

Maintained a client database of over 4,000 records for various mailings. Composed correspondence, worked on special design projects and input travel and entertainment expenses into customized Excel expense report. Used Lexis-Nexis and the Web to research information on prospective clients.

**11/94 — 3/98 Citibank, NA, New York City**  
Global Corporate Finance, Operations & Technology  
Administrative Supervisor to the Division Executive (equivalent to President)

Implemented work guidelines for administrative & temporary support staff. Enhanced department's organizational and operating efficiency by designing an effective library/filing system; Implemented New Control Procedures. Improved expense reporting, tracking and vendor payment process. Designed, distributed and displayed monthly newsletter.



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8/90 — 7/94 United Nations, New York City  
Worked in various organizations throughout the United Nations

4/88-9/89 (Temp) McGraw Hill, New York City  
10/89 — 8/90 (Perm) Aviation Week & Space Technology  
Office Manager

Organized, updated and scheduled the Associate Publisher's Itinerary and special Aviation Week hosted events.  
Served as the liaison for the Aviation Week advertising sales district managers.  
Consistently met last minute sales and administrative demands dictated by high tempo of a weekly publication.  
Acted as business manager; prepared and updated territory estimates, balanced estimates vs. budget and verified and processed all sales expense reports.  
Office Manager duties included processing and following up on invoices, time reports, personnel documents, and correspondence.

12/86 — 2/88 Drexel Burnham Lambert, New York City  
Information Technology  
Applications Instructor

Trained employees on DisplayWrite III, MultiMate, WordPerfect and IBM 5520.  
Designed reports on Dbase III plus and Lotus WYSIWYG.  
Designed and updated training manuals.

1/79 — 12/86 World Composition Services, New York City  
Office Manager

Assisted President of this large typesetting company. Oversaw typesetting area, ordered supplies, furniture and worked closely with building management on layout and design of office space. Kept confidential employee information.  
Supervised 1 receptionist and 7 messengers. Dispatched messengers for job pickups.  
Worked closely with the Art & Design Department on special projects. Assisted Production Department with layout of typeset material.  
Assisted accounting with payroll and processing of time sheets. Processed invoices for payment and posted in General Ledger.

EDUCATION: New York City Technical College  
Brooklyn, New York

SKILLS: Highly proficient in MS Word, Excel, PowerPoint, Access, Outlook, Outlook Express, Lotus Notes, Lotus OpenMail, Quicken & QuickBooks.  
Desktop publishing: MS Publisher, Quark Express & FrontPage.  
Internet savvy.

REFERENCES: Furnished upon request